

## MEMORANDUM FOR RECORD

SUBJECT: Directives For Sub-Hand Receipt Holders

1. All persons entrusted with Government property are responsible for its proper use, care, custody, and safekeeping. Company Sub-Hand receipt Holders (SHRHs) will account for property according to the directives in this Memorandum, as well as, all applicable DOD and Army regulations/policies.

2. SHRH RESPONSIBILITIES:

a. SHRHS will ensure the custody and security of all property assigned. This includes during leave periods and when in temporary duty status (TDY). This is to be accomplished using hand receipt procedures.

- SHRHS will issue items to end-users using "component hand receipts." SHRHS are NOT authorized to issue items using "shortage annexes."

- SHRHS will not issue items to end-users that cannot exercise the proper care and custody of the property (i.e., a place to secure the item).

- SHRHS will maintain a copy of the SC, TM, or packing list for every item they are signed for that has an ARC of "N." If the publication is not available in the company, then I expect the SHRH to borrow the publication and make copies of the appropriate pages. A SHRH must be aware of what Components of the End Item (COEI)/BII they are responsible for. This is a leadership responsibility and directly effects the readiness of our equipment.

b. When SHRHS must change hand receipt (i.e., PCS, change of duty, leave or TDY more than 30 days), they are responsible for coordinating change of SHRH inventories with the Supply Officer. The Supply Officer will conduct a face-to-face counseling with incoming and outgoing SHRHS before the inventory is conducted.

c. SHRHS are responsible for scheduling and conducting semi-annual updates of their sub-hand receipt (posting change documents) with the Unit Supply Sergeant. These updates will be conducted in a face-to-face meeting with the Commander/Supply Officer.

d. SHRHS will not issue, loan, or sub-hand receipt non-expendable items (ARC-"N") to personnel outside of the Company.

- Issue of non-expendable items to personnel outside of the Company will be approved by the Unit Commander and will be done by turning the item in to the Unit Supply Sergeant who will then issue the item to the outside agency.

AETV-BG-SC-D-D

03 APR 00

SUBJECT: Directives For Sub-Hand Receipt Holders

- SHRHs may loan expendable and durable (ARC “X” and “D”) items to personnel outside of the Company for up to 30 days using normal hand receipt procedures. Approval of the Unit Commander is not necessary.

e. SHRHs will establish accountability and provide adequate security for any non-expendable property found that is not properly accounted for as soon as he or she discovers it. These items will then be reported to the Supply Officer within 72 hours.

3. POC is the undersigned at 355-XXXX/XXXX.

JOHN DOE  
CPT, AR  
Commanding

I am aware that I am accountable for the components of all items listed on my sub-hand receipt, unless annotated on an accompanying shortage annex, component hand-receipt, or change document.

X\_\_\_\_\_

Signature, printed name, & date

## MEMORANDUM FOR RECORD

SUBJECT: AVENGER Items Fielded with Packing Lists

1. When E CO, XXX was fielded the AVENGER repair equipment, TMs and SCs were not yet in print and these shop sets were fielded using "packing lists" and non-standard means. Attached are updated packing lists FAXed to me from the Project Managers Office at MICOM. These listings will serve as the basis for all future inventories.

2. The following information is provided:

<u>AUTH LIN</u>	<u>E CO LIN</u>	<u>O/H NSN</u>
Z41592	S01495	1430-01-410-8567

The new packing list deletes the RECHARGING UNIT, GCU from the shop set, but the new MTOE authorizes it as a separate LIN in paragraph 507, so I will pick it up separately under LIN R61270 (we have an ALT NSN).

The new packing list deletes the COMPRESSOR UNIT, AIR REC from the shop set, but the new MTOE authorizes it as a separate LIN in paragraph 507, so I will pick it up separately under LIN E69242.

<u>AUTH LIN</u>	<u>E CO LIN</u>	<u>O/H NSN</u>
Z62701	Z62701	1430-01-369-5863

The new packing list deletes the IM-93, Radiacmeter from the shop set, but the new MTOE authorizes it as a separate LIN in paragraph 507, so I will pick it up separately under LIN Q20935.

The new packing list adds the TEST SET, CONTACT COMPUTER which we have on hand (NEW LIN T77567, OLD LIN Z83022).

3. LIN Z62701 has recently been changed to LIN A09153.

4 In an effort to provide a neat and clean copy of the component listing, I have created a spreadsheet file with the same information (see attached).

AETV-BG-SC-CLIX

08 MAY X6

SUBJECT: AVENGER Items Fielded with Packing Lists

6. POC is the undersigned at 355-XXXX/XXXX.

JOHN P. DOE  
CPT, OD  
Incoming Commander

THOMAS BLACK  
CPT, QM  
Division PBO

## MEMORANDUM FOR PBO, X ID

SUBJECT: Non-expendable Items In Calibration

1. The following non-expendable items were not able to be 100% accurately identified by serial number during the change-of-command inventory as they were turned-in for calibration and could not be physically inventoried:

<u>LIN</u>	<u>NSN</u>	<u>NOUN</u>	<u>QTY</u>	<u>SER#</u>
A56243	4910012226589	STE/ICE-R	1	745
M60449	6625012656000	MULTI-METER AN/PSM-45A	1	4695035
M60449	6625012656001	MULTI-METER AN/PSM-45A	1	4425353
S41715	6625012338615	SIGNAL GENERATOR SG-1207/U	1	3005A01582
S48323 (ILO S65581)	6625012769421	SIGNAL GENERATOR SG-1288/G	1	2723A
S48323 (ILO S65581)	6625012769421	SIGNAL GENERATOR SG-1288/G	1	3019A
S65581	6625011336160	SIGNAL GENERATOR SG-1171/U	1	719A
T53471	6625013016894	TEST SET TS-3895A/UV	1	1347
T87468	6625011444481	TEST SET AN/GRM-114A	1	1857A
T87468	6625011444481	TEST SET AN/GRM-114A	1	2218
T87468	6625011444481	TEST SET AN/GRM-114A	1	614A

2. Copies of the calibration shop work-order forms (AMXTM FORM 34A) for these items are attached.

3. POC is the undersigned at 355-XXXX/XXXX.

JOHN P. DOE  
CPT, OD  
Incoming Commander

DARRIN GREEN  
CPT, OD  
Outgoing Commander

THOMAS BLACK  
CPT, QM  
Division PBO

## MEMORANDUM FOR PBO, X ID

SUBJECT: Non-expendable Items Turned-in For GS Maintenance - HR #12

1. The following non-expendable items were not able to inventoried as they have been turned-in for GS maintenance/refurbishment:

<u>LIN</u>	<u>MCN/NSN</u>	<u>NOUN</u>	<u>QTY</u>	<u>SER#</u>
XT0004	3930-12-183-7502	FORKLIFT DSL 6K	1	41062380
S75175	2330-01-175-7379	STRL VAN SUP M129A3	1	
S75175	2330-01-175-7379	STRL VAN SUP M129A3	1	

2. Maintenance turn-in paperwork is on file for all the above items.

3. POC is the undersigned at 355-XXXX/XXXX.

JOHN P. DOE  
CPT, OD  
Incoming Commander

DARRIN GREEN  
CPT, OD  
Outgoing Commander

THOMAS BLACK  
CPT, QM  
Division PBO

## MEMORANDUM FOR RECORD

SUBJECT: M129A3 Vans In Maintenance &amp; On-loan

1. The following items have been turned-in for "total rebuild" at Kiaserslautern Industrial Center (KIC). This equipment is unable to be inventoried as part of the change-of-command inventory:

<u>LIN</u>	<u>NSN</u>	<u>NOUN</u>	<u>QTY</u>
S75175	2330-01-175-7379	M129A3 SEMI-TRL VAN	2
	SN: 3431		
	SN: 7456		

2. The following items have been hand-receipted to 155th FSB. 155th FSB is participating in a training rotation and this equipment is unable to be inventoried as part of the change-of-command inventory:

<u>LIN</u>	<u>NSN</u>	<u>NOUN</u>	<u>QTY</u>
S75175	2330-01-175-7379	M129A3 SEMI-TRL VAN	1
	SN: 589		

3. I will inventory this equipment upon return to the unit.

4. POC is the undersigned at 355-XXXX/XXXX.

JOHN P. DOE  
CPT, OD  
Incoming Commander

DARRIN GREEN  
CPT, OD  
Outgoing Commander

THOMAS BLACK  
CPT, QM  
Division PBO

MEMORANDUM FOR PBO, X ID

SUBJECT: Components of KG-84A (LIN E03028)

1. The current TM 11-5810-309-23 (SEP 87) is an “older” TM and does not specifically address Components Of the End-Item (COEI). Several pictures in the TM show a large green carrying case, however, our KG-84A does not have a carrying case. To the best of my knowledge there are no components to our KG-84A.
2. POC is the undersigned at 355-XXXX/XXXX.

JOHN P. DOE  
CPT, OD  
Incoming Commander

DARRIN GREEN  
CPT, OD  
Outgoing Commander

THOMAS BLACK  
CPT, QM  
Division PBO



## MEMORANDUM FOR PBO, X ID

SUBJECT: Components of Steel Strapping Kit (LIN U33345) - HR #12

1. As there is no DA PUB outlining the components of the "STEEL STRP SEAL KIT 3/4" (LIN U33345; NSN: 3540-00-565-6243) identified by the 01 OCT 95 edition of DA PAM 25-30, the following listing will serve as the component listing for future reference.

<u>COMPONENTS:</u>		
<u>NSN/PN</u>	<u>ITEM DESCRIPTION</u>	<u>QTY</u>
N/A	CART, STEEL TUBE	
	W/ STRAP REEL ATTCH'D	1
N/A	CUTTING SNIPPERS	1
	o They are about 24" long and look like pruning shears.	
N/A	LARGE STRETCHING TOOL	1
N/A	SMALL STRETCHING TOOL	1
	o They have a small red "ball" handle.	
N/A	CRIMPER	1

2. All items are on-hand and have been photographed (see attached) to serve as a record for inventory purposes.

3. POC is the undersigned at 355-XXXX/XXXX.

JOHN P. DOE  
CPT, OD  
Incoming Commander

DARRIN GREEN  
CPT, OD  
Outgoing Commander

THOMAS BLACK  
CPT, QM  
Division PBO

MEMORANDUM FOR RECORD

SUBJECT: Torch Outfit - Component Of M936 Wrecker

1. NSN: 3433-00-357-8116, Torch Outfit: cutting & welding is covered by SC 3433-90-CL-NO3. I cannot locate a copy of this SC. This SC is obsolete and no longer published according to the OCT '95 edition of DA PAM 25-30 (see attached).
2. To the best of my knowledge, all components of this torch set are present.
3. POC is the undersigned at 355-XXXX/XXXX.

JOHN P. DOE  
CPT, OD  
Incoming Commander

DARRIN GREEN  
CPT, OD  
Outgoing Commander

THOMAS BLACK  
CPT, QM  
Division PBO